

**City of Hayward  
777 B Street  
Hayward, CA 94541**

**Council's Airport Committee Meeting**

**Thursday, January 27, 2005**

**5:30 p.m.**

**Work Session Room 2A**

**A G E N D A**

Public Comments: (The PUBLIC COMMENTS section provides an opportunity to address the Committee on items listed on the agenda, as well as other items of interest. The Committee welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)

- 1. Approval of October 28, 2004 Summary Minutes**
- 2. Proposed Helicopter Arrival and Departure Procedures Study**
- 3. Hangar Development and Construction Agreement with Hayward Hangars, LLC**
- 4. Approval of Meeting Schedule**
- 5. Future Agenda Items**

**Distribution:**

Mayor and City Council  
City Manager  
Assistant City Manager  
City Attorney  
Public Works Director

City Clerk  
Public Information Officer  
FAA Tower Manager  
Airport Tenants  
FBO'S

Daily Review  
Interested Parties  
Post

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Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request accommodation at least 48 hours in advance of the meeting by contacting the Airport Manager at (510) 293-8678 or TDD (510) 293-1590.

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AGENDA DATE 01/27/05

AGENDA ITEM 1

## COUNCIL'S AIRPORT COMMITTEE

Summary Minutes for October 28, 2004

### CALL MEETING TO ORDER

Council Member Henson called the meeting to order at 5:02 p.m. with Council Member Halliday and Council Member Quirk present.

**City staff:** Jesús Armas, City Manager  
Dennis Butler, Director of Public Works  
Brent Shiner, Airport Manager  
Ross Dubarry, Airport Operations Manager  
Jenny Donnelley, Admin Analyst I

**Members of the public present:**

John Kyle	Thomas Cherf
Bobbie Wells	Howard Beckman
John Neath	John Gilbertson
Scott Briggs	Kyra Robinson

### PUBLIC COMMENTS:

John Kyle submitted his comments in writing to Council Members and City staff. Mr. Kyle requested information pertinent to rental structure, unit sizes and interior amenities for the proposed new City hangars. He also asked when the new plan for arriving and departing helicopters would be implemented. Mr. Kyle requested a response to his questions in writing before the next committee meeting. Copies of Mr. Kyle's written comments are on file and available at the Airport's Administration Office. John Gilbertson questioned the section under Public Comments in the Agenda. Bobbie Wells commented that the public was not being properly notified of the CAC meetings. She also expressed concern regarding fumes being generated by aircraft at the airport. Jesús Armas informed Ms. Wells of an upcoming special City Council meeting to be held at Longwood School on November 30, 2004. This meeting will afford the local residents an opportunity to address some of their concerns regarding the Airport to City Council Members. John Neath questioned the parking of tractor trailer trucks along Skywest Drive.

#### 1. Approval of Summary Minutes -July 22, 2004 Meeting

Summary Minutes were approved as submitted.

## **2. Status of Airport Master Plan Update Projects**

Airport Manager, Brent Shiner, presented the report summarizing the design, construction, completion and future construction of Airport Master Plan projects. Council Member Quirk asked if the decrease in overall operations had any affect on the decisions to proceed with some of the projects in the Master Plan. Mr. Shiner explained that very few of the projects were based on the number of operations. Most of the projects were based on safety; such as the improvements to navigational aids and improvements to the runways. He added that the City's hangar project was based on the demand for hangars as represented by the number of people on the airport's hangar waiting list. Council Member Quirk asked Mr. Shiner for more detail regarding the proposed helipad project and asked whether this project would have any effect on the number of helicopter noise complaints. Mr. Shiner stated that the helipad was designed more for safety purposes rather than noise mitigation. Council Member Halliday noted that helicopter complaints appeared to have decreased and asked if this was due to increased cooperation from Hayward-based helicopter pilots. Mr. Shiner commented that while the helicopter pilots are doing their best to avoid flying over residential areas they are still required to follow Air Traffic Controller instructions for safety reasons.

Council Member Henson opened discussion to public comments. Mr. Beckman asked about the funding for Master Plan projects. He asked if any security projects were being planned for the airport and questioned whether there were any constraints placed on the number of projects that were to be built on the airport. Ms. Wells asked what the Airport's hours of operation were. Mr. Kyle submitted written comments regarding the decline in operations, requested the re-examination of the Master Plan and recommended a Highest and Best Use study concerning Airport property.

## **3. Engine Exhaust Fumes from Departing Aircraft**

The staff report was presented by Airport Manager, Brent Shiner. Mr. Shiner explained that jet and turbo prop aircraft, when flying IFR (Instrument Flight Rules), are issued an estimated departure time by the FAA and the pilot must be prepared to depart at that time. Due to heavy airspace congestion, weather and other factors, there could be delays of up to 20 minutes. Mr. Shiner added that there are no federal regulations on general aviation aircraft concerning air quality. Mr. Armas suggested that perhaps it would be beneficial to have a representative from Congressman Pete Stark's office, the FAA and/or some other federal regulatory office, attend the meeting on November 30th and listen to the concerns of the Longwood area residents. Council Member Quirk added that Air Traffic Controllers (FAA) control the takeoffs and landings of aircraft, not the City. He agreed with the City Manager's suggestion that other entities on the Federal level be invited to the November 30th meeting.

Discussion on this agenda item was opened to the public. Mr. Kyle commented that he would like the meeting of November 30th recorded and documented. Mr. Beckman spoke regarding Oakland Airport's "Southeast Plan" wherein, due to certain weather conditions, Air Traffic Controllers must reverse the typical landing and departing direction of aircraft in the Bay Area.

Therefore, aircraft at HWD must also reverse direction(s), and this impacts neighborhoods in a manner different than typically experienced. Mr. Kyle stated that there is a “vo luminous amount” of exhaust fumes present in the Longwood area. He referred to page E-30 of the Environmental Impact Report (EIR) section of the Airport Master Plan. He also stated that the toxic emission monitor used in the study was placed in a poor location and questioned the monitor’s capabilities. He added that there are established standards for pollution control, that the data employed in the Master Plan is outdated and the number of jet aircraft are quite different than the jets based or visiting at the time the Master Plan and EIR study was completed.

Council Member Henson requested that a representative from the FAA also be invited to participate in the Longwood community meeting on November 30th. Council Member Halliday asked if there were any alternate areas on the airfield, further from the Longwood area, where jet aircraft could idle before taking off. Mr. Shiner responded that it would involve an extensive study to determine what the impact of moving the holding area would have on the surrounding communities.

#### **AGENDA BUILDING**

- Discussion on federal regulations regarding air quality and noise pollution.
- Report and discussion regarding studies that have been done to mitigate aircraft emissions.
- Summary of Power Point presentation provided by the FAA’s Northern California TRACON regarding flight patterns of major airports in the Bay Area.

#### **ADJOURNMENT**

The meeting adjourned at 6:11 p.m.



**CITY OF HAYWARD**  
**STAFF REPORT**

AGENDA DATE 01/27/05

AGENDA ITEM 2

**TO:** Council's Airport Committee  
**FROM:** Director of Public Works  
**SUBJECT:** Proposed Helicopter Arrival and Departure Procedures Study

**RECOMMENDATION:**

It is recommended that the Council's Airport Committee concur in staff's recommendation that a Helicopter Arrival and Departure Procedures Study be conducted and that Coffman Associates be retained for this purpose.

**DISCUSSION:**

Over the past year, the City has experienced an increase in the number of helicopter operations at the Airport. Because of the need to keep helicopter operations separate from fixed wing aircraft operations, there has been a commensurate increase in helicopter overflights of the Winton Grove and Longwood communities. This has resulted in noise complaints from residents in these areas.

Staff believes that it may be possible to reduce the impact of the helicopter operations on surrounding residential areas by working with helicopter operators and the FAA on adopting specific arrival and departure procedures.

Staff proposes that the City undertake a helicopter arrival and departure procedures study in conjunction with the affected parties. It is anticipated that the participants would include the FAA, helicopter operators, representatives of the Winton Grove and Longwood neighborhoods.

An outside consultant would conduct the study and develop the recommended procedures. Initially, the consultant will conduct a review of existing helicopter operating procedures to identify specific noise and over flight of sensitive areas. This review will be used to identify and discuss potential new or adjusted helicopter routes and altitudes.

The consultant will take into consideration the comments and input from a proposed "working group" comprised of representatives from the FAA, Longwood and Winton Grove neighborhoods, helicopter operators, and City/Airport staff. Throughout this project, there will be considerable City, helicopter operator and public interaction. It is important to note that no specific noise studies will be conducted as part of this evaluation.

To successfully facilitate the Helicopter Arrival and Departure Procedures Study, the City solicited proposals from airport planning consulting firms experienced with similar types of projects. Four consultant firms responded to the City's request. Interviews with the prospective consultants were conducted and it was determined that Coffman Associates from Phoenix, AZ, was the most responsive to the City's needs. Coffman Associates has experience in these types of projects, as well as a familiarity with Hayward from their recent completion of the Airport Master Plan Update.

It has been proposed that at least two public information meetings will be held to provide an overview of the project as well as to publicly present results of the new procedures. This should provide ample opportunity for the public to provide input to the consultant and working group with regards to the proposed helicopter routes and altitudes.

Upon completion of the study, a Letter of Agreement (LOA) between the Federal Aviation Administration (FAA), City, and the helicopter operators will be executed outlining the established arrival/departure routes and altitudes. Additionally, a photo-based helicopter pilots guide will be prepared containing key information with the new procedures as well as identifying and avoiding (where possible) any noise-sensitive areas surrounding the Airport.

A copy of the proposed scope of work is attached (Exhibit A). It is anticipated that the study will take four months to complete. The expected cost is not expected to exceed \$55,000.

Assuming that the Council's Airport Committee agrees that the proposed study is a worthwhile undertaking, the staff will return to the full Council with a recommendation to approve a contract with Coffman Associates and to appropriate the necessary monies.

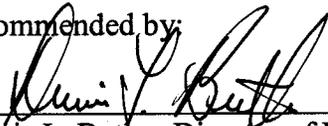
Prepared by:



For

\_\_\_\_\_  
Brent S. Shiner, Airport Manager

Recommended by:



\_\_\_\_\_  
Dennis L. Butler, Director of Public Works

Approved by:



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Jesús Armas, City Manager

Attachment:

Exhibit A: Proposed Scope of Work

## **EXHIBIT A**

# **HELICOPTER ARRIVAL AND DEPARTURE PROCEDURES EVALUATION STUDY**

### **Study Purpose and Need**

**Description:** Coffman Associates (Consultant) will prepare an overview of the specific purpose and need for this helicopter arrival and departure procedures evaluation study. More specifically, this overview will outline the roles, responsibilities and authority of the City of Hayward, the Federal Aviation Administration (FAA) and the helicopter operators with regards to helicopter noise, arrival and departure procedures, and the enforcement of procedures that may result from this evaluation. This overview will be included in the final report. The Consultant will also assist the City in obtaining both FAA's and the local helicopter operator's assistance and cooperation with this study effort.

### **Review and Inventory Existing Helicopter Operating Procedures**

**Description:** Coffman Associates will meet with the Hayward Executive Airport staff, Airport Traffic Control Tower (ATCT) personnel, and locally-based helicopter operators (as available) to identify current helicopter operators, types of helicopters (makes and models), helicopter operating procedures, specific noise/over-flight sensitive areas and areas of significant complaints. The meeting will also be used to identify and discuss potential new or adjusted helicopter arrival and departure routes and altitudes. The results of this review and inventory process will be described in both written and graphic format in the final report.

### **Develop "Preliminary" Arrival and Departure Routes and Altitudes**

**Description:** Utilizing the information obtained, the Consultant will develop "preliminary" helicopter arrival and departure routes and altitudes for review and comment by Airport Staff, ATCT personnel, and locally-based helicopter operators. The arrival and departure routes and altitudes will be illustrated on a photo-based exhibit and will also be described in written and graphic format in the final report. Coffman Associates will meet with the PAC to review and refine the "preliminary" routes and altitudes. These refined "preliminary" routes and altitudes will serve as the basis for the "draft" Letter of Agreement. No specific noise studies will be conducted as a part of this evaluation.

### **Prepare Report**

**Description:** At the conclusion of the evaluation process, the Consultant will prepare a report, in both written and graphic format, which will describe the purpose and need for the study, a

description of existing helicopter operations, areas of concerns, identification of potential new “preliminary” helicopter routes and altitudes and final recommendations.

### **Helicopter Pilot Guide**

***Description:*** A photo-based helicopter Pilot Guide suitable for insertion into a Jeppesen flight manual will be prepared. It will describe, in graphic and narrative format, key information about the airport and will describe helicopter arrival and departure procedures and noise-sensitive areas near the airport. The consultant will print 250 copies of the Pilot Guide and will also provide the City with an electronic file of the Pilot Guide in PDF format.



**CITY OF HAYWARD**  
**STAFF REPORT**

AGENDA DATE 01/27/05  
AGENDA ITEM 3

**TO:** Council's Airport Committee  
**FROM:** Director of Public Works  
**SUBJECT:** Hangar Development and Construction Agreement with Hayward Hangars, LLC

**RECOMMENDATION:**

It is recommended that the Council's Airport Committee review and comment on this report.

**BACKGROUND:**

The Airport Master Plan Update demonstrates a large demand for T-Hangar aircraft storage units and, to a lesser extent, corporate hangars. This is verified through the lack of available hangars in the Bay Area, as well as from the hundreds of names on the Airport's official hangar waiting list(s). In order to address this hangar shortfall, the Master Plan identifies several hangar project locations and design layout plans.

Recently, the City authorized the assignment and assumption of one of its long-term commercial aviation site leases from Mr. Dennis McDonald to Hayward Hangars, LLC. Since that time, the president of Hayward Hangars, LLC, (Mr. James Altschul) has requested that the City review and comment on his plans for a future hangar development project of 30 new "box style" hangars (approximately 45' x 50' each). As a result of his discussions with staff regarding project site plans, Master Plan considerations, hangar demand and aircraft fleet mix, staff and Mr. Altschul have tentatively agreed upon a site plan wherein Mr. Altschul will now proceed with more detailed planning of his project. See the attached Vicinity Map (Exhibit A).

**DISCUSSION:**

The Airport Master Plan recognizes the need for more hangars and identifies a City-funded project as "Skywest T-Hangars". The site was selected after the recent reconfiguration of the EPIC Aviation leasehold (see Exhibit "B"). Due to the limited availability of potential hangar sites on the Airport, it is envisioned that the City's hangar project will be constructed directly adjacent to the hangar project currently proposed by Hayward Hangars, LLC (see Exhibit "C").

The engineering, design and bid specifications for the City's project are nearly complete. The construction cost estimate has been finalized and found to be consistent with today's high cost of construction; particularly considering huge concrete floor slabs and a substantial amount of steel for each building. The current cost estimate for the City project is more than currently budgeted in the adopted Capital Improvement Budget. Given the higher costs, staff is in the process of evaluating the cost effectiveness of proceeding with the project.

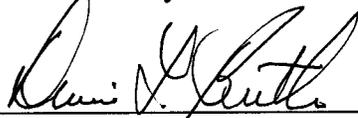
While staff's analyses is in process, consideration is also being given as to whether or not there might be a potential for cost savings if the City's project were to be constructed concurrent with the hangar project proposed by Hayward Hangars. In essence, if the City determines that it would be appropriate to build hangars within a specific cost range, and that goal could be met through simultaneous construction with Hayward Hangars, staff would like to examine that possibility. Under this type of scenario, Hayward Hangars would build the City's hangar project in conjunction with its hangars. The City would then reimburse Hayward Hangars for the City's portion of the combined projects.

Before proceeding to explore this option, staff is interested in receiving comments from the Airport Committee on the suggested methodology.

Prepared by:

  
\_\_\_\_\_  
FOR Brent S. Shiner, Airport Manager

Recommended by:

  
\_\_\_\_\_  
Dennis L. Butler, Director of Public Works

Approved by:

  
\_\_\_\_\_  
Jesús Armas, City Manager

Attachments: Exhibit A: Vicinity Map  
Exhibit B: Location of City's T-Hangar Site  
Exhibit C: Location of Hayward Hangars, LLC, Project Site

DUE TO THE LENGTH OR COLOR OF  
THE REFERENCED EXHIBITS, THEY  
HAVE BEEN ATTACHED AS SEPARATE  
LINKS.



Proposed City T-Hangar Project

Exhibit A



Exhibit B



Exhibit C



**CITY OF HAYWARD**  
**STAFF REPORT**

AGENDA DATE 01/27/05  
AGENDA ITEM 4

**TO:** Council's Airport Committee  
**FROM:** Director of Public Works  
**SUBJECT:** Airport Committee Meetings for 2005

**RECOMMENDATION:**

The Council's Airport Committee Guidelines for Frequency of Meetings calls for the Committee to meet quarterly on the Fourth Thursday of the months of January, April, July and October at 5:30 p.m. The following is the schedule of the Council's Airport Committee meetings for 2005.

The Committee is asked to approve the schedule for 2005.

Thursday, April 28  
Thursday, July 28  
Thursday, October 27

Prepared by:

*For* *Brent S. Shiner*  
Brent S. Shiner, Airport Manager

Recommended by:

*For* *Dennis L. Butler*  
Dennis L. Butler, Director of Public Works

Approved by:

*Jesús Armas*  
Jesús Armas, City Manager